

Commission on Improving the Status of Children in Indiana
Executive Director's Early Action Plan
Start Date: 9/11/17

First 30 Days (by October 6)		
	Status	Notes
Initiate "Listening Tour" with all Commission members	Complete	
Attend all Task Force and Committee meetings and meet individually with Task Force co-chairs	Complete	Have attended all TF and Committee meetings taking place during this period.
Assess Task Force progress against strategic objectives	Complete	Have assessed at those meetings attended
Create template for Task Forces to submit recommendations	Complete	
Connect with other relevant state government Commissions and Committees (ongoing)	Ongoing	Attended meeting of the Commission on Hispanic and Latino Affairs, have additional Commissions' meetings calendared (Drug, ELAC, Medical Workforce)
Join national network of children's cabinets/commissions	Complete	Had conference call, received sample documents and guidance, access to webinars
First 60 Days (by November 8)		
Complete listening tour of Commission members	Complete	
Complete individual meetings with task force chairs	In Progress	Have met with all but one, who has been out on maternity leave
Complete update on Task Force progress against objectives	Complete	
Finalize Communications Plan Draft for Commission approval	Complete	To be presented to CISC on 11/8
Develop orientation for new Commission, Task Force, and Committee members	In Progress	Content drafted, needs to be refined
Draft Roles and Responsibilities document for all CISC stakeholders	In Progress	Done: Exec Committee, Standing Committees; To be done: Exec Director, CISC member
Prepare and facilitate details of 11/8 CISC meeting	Complete	
First 100 Days (by December 22)		

Process for monitoring child-related legislation	In Progress	
Method for acknowledging work of CISC volunteers	In Progress	
Initiate next round of stakeholder meetings: subject matter experts, researchers, key staff in all three branches of government and significant partner agencies and associations	In Progress	
Work with Communications Committee to develop a vehicle for consistent internal CISC communication (e.g., email newsletter)	In Progress	
Ongoing progress monitoring of strategic plan objectives	In Progress	Tool created and discussed at 11/8 chairs meeting
Ongoing networking for coordination of efforts and surfacing best expertise available on child issues	Ongoing	Attended Children's Justice Act Conference, Purdue's Symposium on Indiana Families, The Journey New Professionals Training